

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ADMINISTRATIVE SUPPORT I**

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Jurisdictional Class: **Competitive**

Date Adopted: **April 9, 2008**

Date Revised:

Jurisdictions: **All**

Union Status: **CSEA**

Pay Grade: **8**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently performing basic to moderate level clerical and accounting operations along with administrative support tasks either for a smaller department, a unit within a department or in a larger department reporting directly in assisting an Administrative Support II or III position. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Administrative Support II and/or III by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities. Does related work as required. The duties of this class are varied and are considered basic to moderately difficulty compared to Administrative Support II and III.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Uses computer and various software programs to perform duties in the support of office operations;

Prepares and maintains a variety of complex reports, files, records, letters, etc.;

Participates in the entering of fiscal, statistical and other data in a variety of software programs;

Participates in the preparation of schedules, calendars, forms, bills, vouchers, purchase orders, etc.

Maintains and updates database/spreadsheet records on a personal computer into various applications such as Excel and Access;

Establishes and maintains confidential and general office files;

Schedules conferences, meetings and makes travel arrangements;

May assist in monitoring and tracking status of program activities or grants;

Tracks small fiscal account;

Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;

Transcribes from dictation tapes or sits in on meetings to take notes to produce the minutes;

Assists in the preparation of unit or departmental budget and in maintaining budget control.

Collects and secures fees and issues receipts;

Prepares and maintains financial, statistical and personnel records;

Orders supplies and materials;

Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;

Answers telephone and gives out information;

Makes file searches and extracts material;

Tracks data and information;

May keep track of a small fiscal account;

May be required to assign and supervise the work of lower level clerical;

Compiles data for, and prepares and analyzes complex financial and statistical records and reports;

Cross-trains others and will be cross-trained in specialized procedures;

Operates various office equipment such as copiers, fax machines, calculators, computer keyboard,

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERIS-**

**TICS:** Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to establish and maintain effective working relationships with others; Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; Good knowledge of modern office terminology, procedures, equipment and business English; Good knowledge of the organization, functions, laws, policies and regulations, and terminology of the agency to which assigned; Ability to handle routine administrative details independently; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; Ability to prepare and maintain program records and routine reports; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of subordinate clerical personnel; Ability to organize and maintain office files; Ability to collect information from various sources for program operations; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: *Either:***

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Business Administration, Secretarial Science or a closely related field and one (1) year of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications and working with accounts or budgets; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).